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USER MANUAL
for the
SOLPRINT BROKING MODULE

Issue One
October 2001
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Scope

This document describes the initial design for the SolPrint Broking Module.

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1 Estimating Form

When you select the Estimating Form option from the drop down menu in the Broking Estimating module, you can then search for an existing quote, or create a new one.

To create a new quote, first select the customer in the normal way (click on the index button by the Ac No field to select from the list of existing customers, or use the New Prospect button to create a new customer record).

Then select a contact from those available at this customer (or create a new contact by using the New Contact button).

New customers, and new contacts, would normally be set up via the Sales Ledger module.

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Then choose a Product Category (see section 1 above), and input a Title for this new quote.

The estimator field will show the name of the logged on SolPrint user.

The quote number will be generated automatically, as will the estimate and version number (the quote number is a unique number – each quote must have a new number).

The estimate and version numbers however are not unique, and are used to link different versions of an enquiry. For example, quote 111 could be the first quote of a particular enquiry, and we could call that estimate 44 version 1.

This quote could be copied – new number quote 165 – but we want to associate it with the first quote, so we call this estimate 44 version 2.)

Then enter details for each element of the quote – enter a title and short description for each element of the quote. This could be Cover, Text sig 1, Text sig 2, Mailing … Or perhaps Poster 1, Poster 2, Leaflet, Collation …
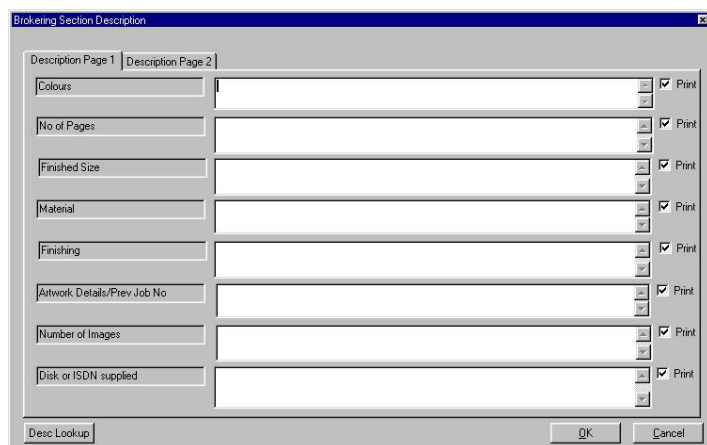
While an element title is highlighted, click on the Description button and you gain access to 15 paragraphs for entry of details about that element (each element has its own 15 paragraphs).

The paragraph titles are set up in the Estimating Master Files (see above). The text is input for each element. You can select whether each paragraph is to print (on the quote request form, or quotation to the customer) by ticking the Print box.

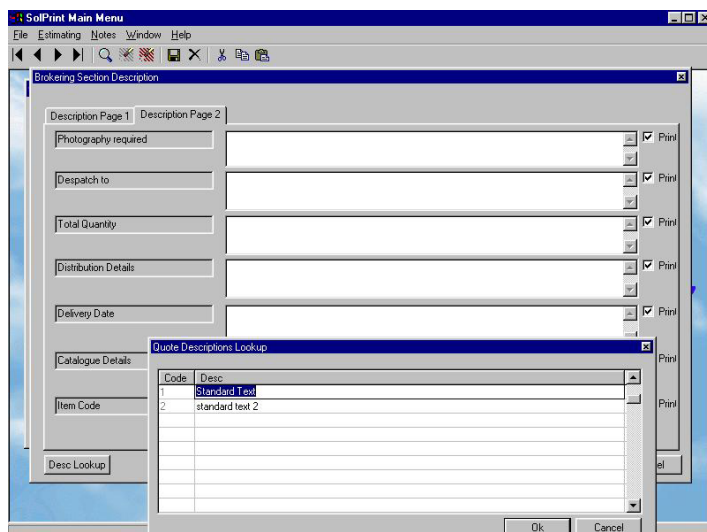i·teba
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You can also pick up standard sentences, for pasting into this section, by clicking the Desc Lookup button. (These are set up in the Estimating master files).

Click OK to return to the main estimate screen.

Next, click on the Quantities button to input the quantities for which you want to quote. You may also override the quantities for a particular element of a job – perhaps you want to produce more of one element than of another.

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Now, by clicking on the Calculate button, you will select your requirements for each element of the quote.

You are offered the list of Additional Processes (coded as 'Part' in the master files) which you have set up from your suppliers' standard price-lists, and which you will use to prepare a Quick Price (see next section). Choose a process, and you will then be offered a list of choices within that option. Tick the ones you want.

You may also input Notes, and you may adjust the Runon element of the price.

When you have selected all relevant processes for element 1, click OK and you are offered the same list for element 2, etc.

You are finally offered a list of processes which apply to the quote as a whole. These may be Generic Processes such as Artwork, Print, Delivery for which you have not set up price list values, but which will be used as headings under which to send Price Request Forms to selected suppliers.
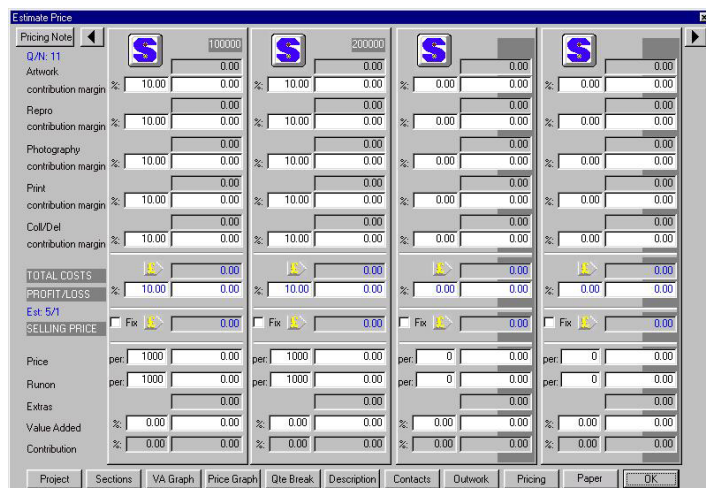
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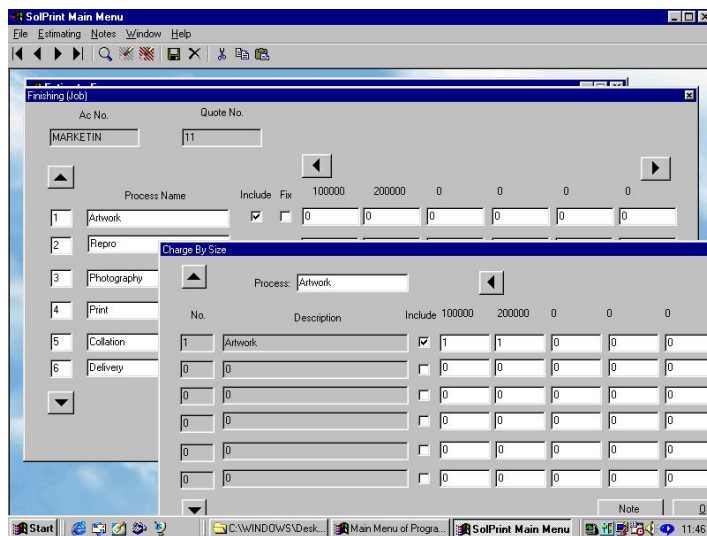
2 Prices Screen/Quick Quote

The last Estimating screen is the Prices Screen: this will not show any prices until you have selected which ones to use. You may use the values from your price lists, to produce an initial quick quote, and then later when you have received tenders from your suppliers, you may use these firm prices instead.

First select the suppliers to whom you want to send a Price Request Form.

You do this by clicking the Outwork button, which will show a list of all suppliers associated with the Product category - selected when you create the quote (see section 1 Broking Master Files for the setup of the supplier list.)

Then click on Print Quote Requests button which allows you to select which suppliers to send a price request form. Put Y against each required supplier and tab off the line.

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Clicking Close will chain into a Price Request crystal report (see Section 7 Crystal Reports). This will show the supplier name and address, the contents of the 15 paragraphs you have previously input for each element, and (user-definable) wording requesting tenders by a particular date.

This letter can be previewed on screen, printed, or exported to network email or fax programs.

You are then able to select prices to include in the Quick Quote Pricing Screen.

Click on the Select Prices button, and you see a list of additional processes for which the suppliers you have just selected are enabled (see section 1 Broking Master Files for how to enable a supplier for a particular Additional Process).

Select a process, then choose which price to include in the quote totals.

To produce a Quick Quote, you will choose prices from the 'Price List' Additional Processes.

The Pricing Screen will now include the prices you have selected.

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By clicking on the Qte Break button, you will be offered a list of crystal reports, usually quote breakdowns or quotation letters, which you can run from this screen. These letters are user definable – section 7 crystal reports.

Additionally, by clicking on the Contacts button you can choose a crystal report AND select a contact at your customer. SolPrint will keep a history of which reports you have selected for each contact.

Click on the Descriptions button, and you have access to 10 more paragraphs, associated with the quote as a whole, not with each element. You can enter text manually, or choose to have information previously entered into the quote, automatically brought into these paragraphs. This is controlled by settings in the Estimating Master Files (see section 1), and include text associated with each Additional Process.

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3 Entering Outwork Tender Prices/Firm Quote

When your suppliers have returned their firm tenders for the work requested, you will then input all the prices into the quote via the Outwork button.

First select the supplier, then click the Edit button, and choose the Additional Process. You may then enter a production and a run-on price, for each quantity, plus if required a second main and run-on price (perhaps for paper costs).
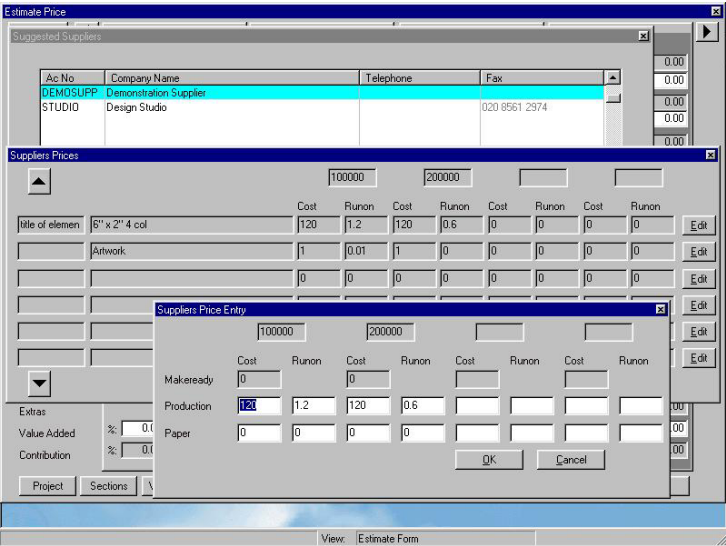
These firm prices are then available for inclusion in the Price Totals for the quote. You may deselect the Price List values, and use these firm prices instead. You could then send a quotation letter showing your firm price for the job.

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On the Pricing Screen, you can view the prices subtotalled by 5 departments – user definable, in this illustration Artwork, Repro, Print, Photography, Collation/Delivery. You can apply a markup to each department, and to the quote as a whole. (These profit margins can be set automatically – there are up to 10 sets of markups that can be setup in the master files, and each customer can be linked of one of these).
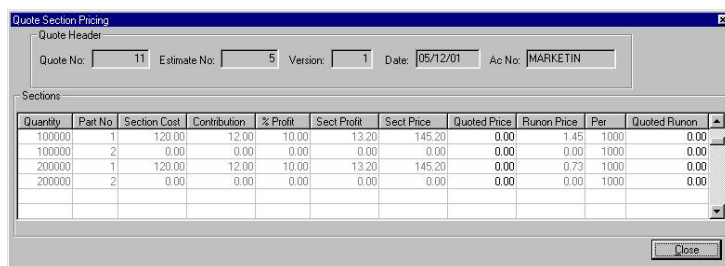

You may also view the costs included in a quote, by element – click the Sections button. Prices selected for Part Processes will appear totaled by each element. (Job Processes will not be included.) You can override the calculated price by entering a value into the Quoted Price column.

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It is also possible to add two extra profit margins to the total selling price per quantity, and then also to manually override this final price.
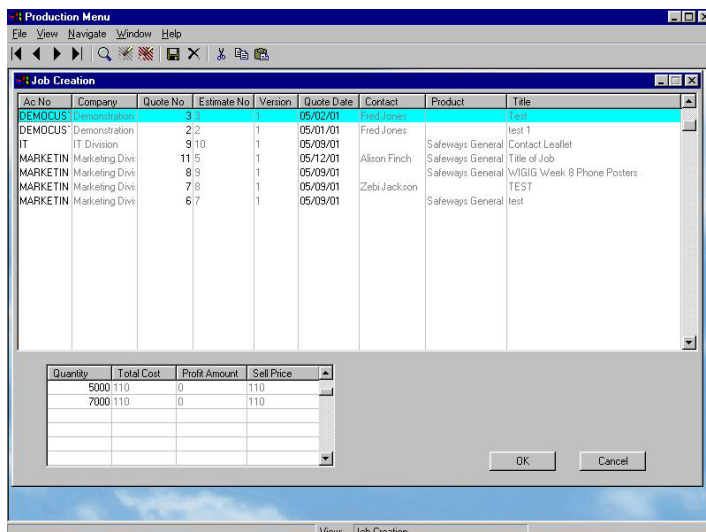
4 Work Ticket

The Work Ticket is an area beyond the estimate, where works instructions and notes can be entered, and actual job costs and Purchase Orders can be brought together. (The last stage of the process is of course the Invoice – see section 6). You cannot have a work ticket without an estimate (though there is an option to create a Simple Work Ticket with a dummy estimate behind it which can be updated later).

To create a work ticket, select the Job Creation option from the Production module. You are offered a list of estimates. Choose one, and choose a quantity if more than one has been quoted, and click OK.

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This takes you to the Work Ticket entry screens – which will be different for each site. The illustration shows one particular company's entry screens. You will notice that the header details include Start and Due Dates, Title, Product Category, and Contact (copied from the Estimate but amendable here), Order Number, Job Status.

Below there are a number of Tabs; we will look at some of these individually.

The first Tab – Proofs – allows entry of details of proofs required, and the history of each proof. You can enter number of copies, and date required, but also date sent, date returned etc.

The Checklist tab shows 16 user-definable prompts, against each of which you can enter a tick.

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The Parts tab shows each element of the quote – click on the Description tab and your have access to a copy of the 15 paragraphs entered against that element in the quote. You can amend these paragraphs here (they later copy into the Purchase Orders raised against that element).

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The Delivery Schedule allows entry of planned (scheduled) deliveries for this job.

If you click the Edit button, a window appears which allows entry of details for each planned delivery. These are picked up later, when you create delivery dockets.

The Job Notes and Customer Notes tabs allow entry of multiple short notes, associated either with the Job or in the case of Customer Notes, with the Customer (ie. they will show on all jobs for that customer).

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The Additional Charges tab allows entry of additional costs against a job – enter a date and ID, the actual and chargeable cost, link to an activity code, plus internal and external notes.

You may then chain into a crystal report designed to advise the customer of additional charges as they occur.

To review or amend an existing Work Ticket, use the Job Status Review option from the drop down menu in the Production module.

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5 Purchase Orders

From the PO module, choose the Job Purchase Requirements option.

You are then offered a prompting list showing, for each job, and for each element (part), the Additional Processed included in the final Price Totals of the Quote. The last column shows the Process name, and the option chosen within that Process.
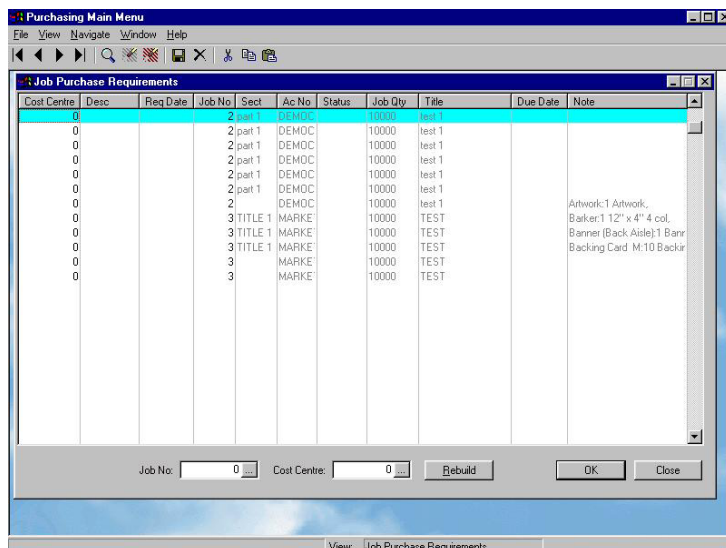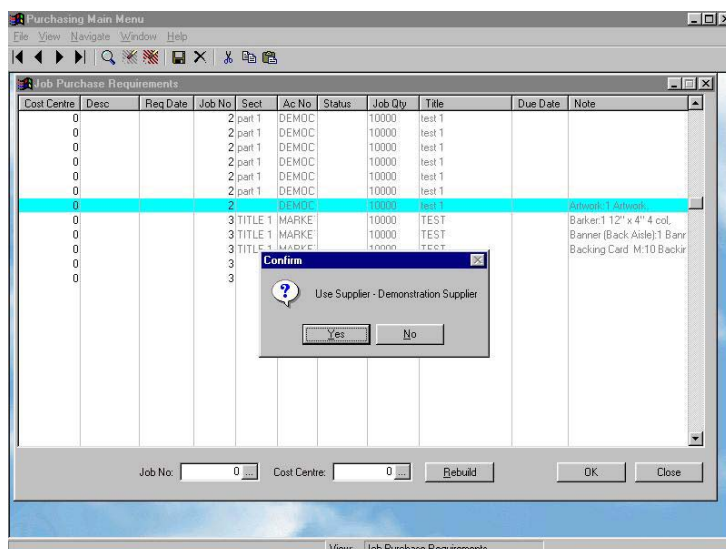

You will then be asked if you want to accept the default supplier for that process, or choose another supplier, and also if you want to add another line to the current order for that supplier, or to use a new order number.

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A screen will now appear where you can enter order instructions, price and delivery details as for a standard Purchase Order. It is important to have a valid Activity Code, Dissection Code and Tax Code – though these will normally come through by default. The price will copy through from the quote, and can be amended if required.
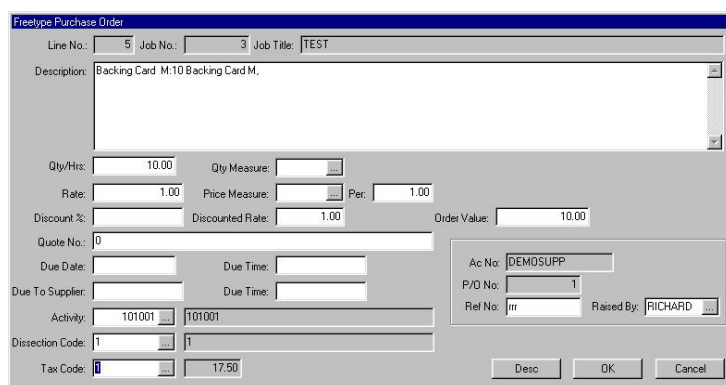
Clicking on the Desc button gives access to the 15 paragraphs (copied from the quote into the work ticket, and now copied again into this order) associated with this element of the job.

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You are also offered five extra paragraphs, which can contain standard text, previously setup in the master files.

When you Ok from the main PO screen, you will be asked if you want to Print the Purchase Order. If you say Yes, the program chains into the crystal report for Purchase Orders (supplied as standard but User Definable).

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If you subsequently wish to amend the PO, you can access it from the Purchase Order option from the main PO screen.

6 Invoicing

See "SolPrint Windows Job Costing and Invoicing Manual".

7 Crystal Reports

All printouts within this module are produced by Crystal Reports, a database reporting program. We supply various reports as standard, but these can all be tailored to individual site requirements. Bespoke reports can also be written.

The main Broking reports are:
 Price Request Form, Quotation Letter, Quote Breakdown, Work Ticket, Order Confirmation, Additional Charges, Purchase Order, and Delivery Note.

8 Broking Master Files

Two areas of Estimating Master Files need special attention when the Broking Module is used. They are the Template Master File and the Additional Process Master File.

When you create an estimate, you must select a Product Type. This is a category, chosen from a list pre-setup in the Master Files (see illustration).

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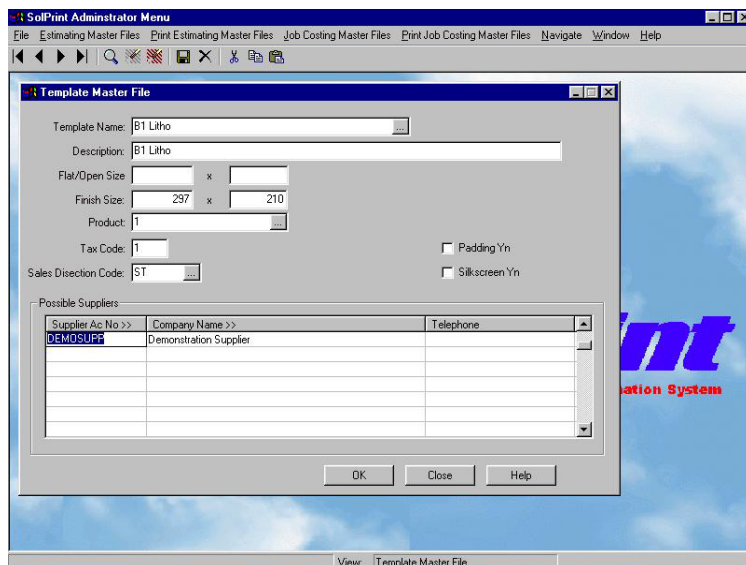
As well as being used for end-of-period reporting, in Broking Estimating the Product Type is also used to restrict which suppliers you are allowed to send price request forms to see Section 4).

If you are quoting for B1 printing work, for example, you will not want to send a price request to a repro house, or to a B2 printer. Thus you can set up categories for each type of work you produce, and associate only relevant suppliers with each.

You may also wish to set up an <u>overall</u> category, with which all your suppliers are associated (see illustration below)
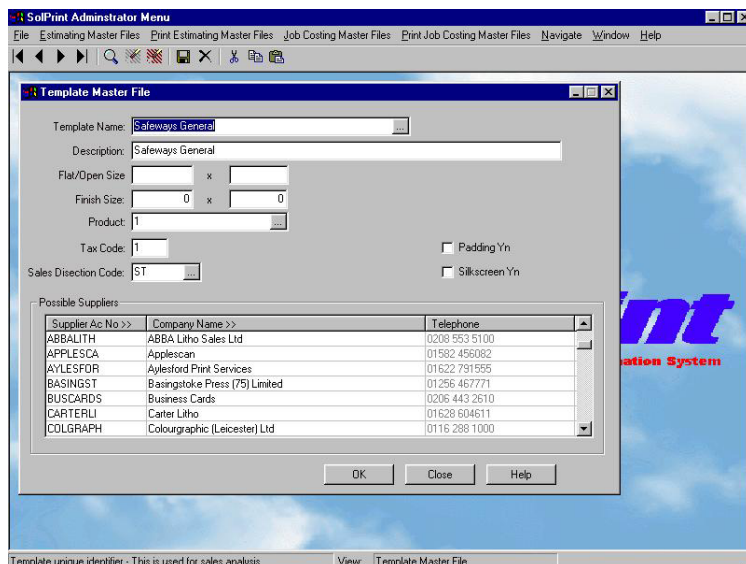
Broking Estimating uses the Additional Process master file in a special way. You can associate suppliers with each process, with the effect that after you have sent out price request forms for a particular additional process, you can only enter prices from approved suppliers.

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The titles of the 15 paragraphs associated in the quote with each element, are set up in the Estimating Defaults option.

Ten default Profit Margins, with which each customer can be linked, are set up in the Profit Margin Default option.

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Standard Sentences are set up in the master files: